GEORGIA DEPARTMENT OF LABOR EMPLOYMENT SECURITY AGENCY ADMINISTRATIVE SERVICES DIVISION RECORDS MANAGEMENT AND CONTROLS

4171-17

Application Number

APPLICATION FOR AMENDMENT TO RECORDS RETENTION SCHEDULE

| Application Date: July 30, 1980 | FOR STATE RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed |
|---|--|
| | SEP 1 8 1980 76-139-A NOV 17 1980 |
| | |
| | |
| Record Series Title: 76-139 CETA Enrollee Work Experie Paid Check Files | nce Person to Contact: |
| Item number to be amended: Item 16 on old form Item 10b on new form | Telephone No. 656-3040 (3/80) |
| Reads as follows: "no" on confidentiality of red | cords |
| | |
| | |
| | |
| Amended to read: "yes" on confidentiality of a | records |
| | |
| | |
| Ga Cade 54-637-(1) | |
| Reason for change: Public service employee recominspection; all other personal records in made "available to the public to the same mation available about its employees." (therefore make all except PSE employment) | e degree that it makes such infor- Georgia State Merit System regulations records confidential |
| AUTHORITY: Federal Register, July 20, 1979. Division Director/Designee: Security of March | 9; 29-70,203b-3b1,2. 9/2/80 |
| Records Management Officer (RM&C): | Date 1/30/80 |
| ESA Director: | Date |
| State Auditor/Designce: | Date 16-30-80 |
| Secretary of State/Designee: _ Canall Hart | Date 10-27-80 |
| Assessi Canada Vinasiana (11/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1/1 | Des 11-12-61 |



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | 1. Agency Address | FOR RECORDS MANAGEMENT USE |
|---|--|--|
| Application Date | GEORGIA DEPARTMENT OF LABOR | Application Number |
| <i>s</i> ; | UNEMPLOYMENT INSURANCE DIVISION | 76-139-A" |
| Application Number | SPECIAL PROGRAMS PAYMENT UNIT - ROOM 298 254 WASHINGTON STREET, S. W. | Date Received Date Completed |
| | ATLANTA, GEORGIA 30334 | NOV 1 6 1979 JAN 3 1 1980 |
| 2. Person to Contact | Working Title | Telephone Number |
| WM. F. REYNOLDS SU | PERVISOR, SPECIAL PROGRAMS PAYMENT UNIT | (404) 656-3074 X |
| 3. Action Requested | | - 1 |
| b. Dispose of present a | Schedule; repord will continue to accumulate. ccumulation; no further accumulation anticipated. | |
| | No. 76-139 Check One: St Change; Superce | |
| I. Dates of Series Earliest Latest | 5. Records Series Title (followed by title used in office; if di | |
| O1-01-79 Present | COMPREHENSIVE EMPLOYMENT TRAINING ACT (CE PAID (CANCELLED) CHECK FILES. | |
| 3. Division and Office Function | n 3) 2 What is the function of the Division and the Office in | which this record series is created? |
| | PAYMENT UNIT RECEIVES INITIAL ENROLLMENT H | |
| RECORD FOR EACH IND | IVIDUAL TRAINEE; RECEIVES AND PROCESSES WEEK | (LY REQUESTS FOR PAYMENT |
| OF ALLOWANCES, WAGES | S, AND WORK INCENTIVE TO PARTICIPANTS ENROLI | LED IN RELATED PROGRAMS. |
| | I AND REVIEW OF PAYMENT RECORDS TO PREVENT I | DUPLICATES OR OVERPAYMENTS. |
| CONTINOATE MAINTAIN | S RECORDS TO ASCERTAIN ELIGIBILITY. | |
| | 1 | x |
| · | | |
| | · | × |
| | | × |
| | · · | |
| 7. Record Series Description | This file contains the following documents (include form no Attach samples of the file. | umbers and titles, if any): |
| Documents relating to: | | terregist to the case. |
| | DISBURSING FUNDS TO PARTICIPANTS OF CO | OMPREHENSIVE EMPLOYMENT |
| Included are: | ALMANIA TO ALTONOMO VARIANTA DO | . |
| | CANCELLED CHECKS (CETA 23). | |
| | | ************************************** |
| | | <u>,</u> |
| | | |
| | | |
| | east of the control o | |
| | | |
| File is arranged: | NUMERICALLY BY CHECK NUMBER. | |
| i ne is arranged. | | |
| Manakhi | 11-13-70 | |
| 3. Monthly Reference Rate | How often are records referred to which are: | * |
| One to six months old twenty-five months and old | ; Seven to twelve months old ; Thirteen ter ; *DISCRETION OF AUDITORS. | o twenty-four months old; |
| . Annual Rate of Accumulation | | IBM CARD BOXES, |
| Letter-size drawersAPPROXIMATELY SIXTY | ; Legal-size drawers; Shelves; (60)PER QUARTER. | Other (specify) |
| R-50-71; Rev. 76 | (Over) | |
| | and the second s | |

| ES NO 10. Questionnaire | (Place an "X" in the proper of | | |
|--|---|--|-------------------------------|
| 1 1 | icial copy of the series? | | |
| b. Does the serie | | n requiring security handling? If yes, cite IBER 65. APRIL 3, 1979. | law or regulation. |
| c. Is this a vital i | | DER 07. AFRIL 3. 1979. | |
| | es have historical or long term res | earch value? | |
| | two documents in the file make it scheduled separately? | necessary to keep the entire file for a long | period, could these |
| T T T | | published? If yes, attach copy, | |
| g. Is the informa | · · · · · · · · · · · · · · · · · · · | analyzed and/or recorded in a summarized | report? |
| | lication of this series in your offic | ce, or in another office or agency? | |
| | or a major portion of it) regularly rd series result in a computer prin | microfilmed? I IATE E PT | im. F. The equal to |
| Retention Requirements | The following requi | res the series to be kept: | - |
| a. State Law b. Statute of limitation | | State d. Audit period e. Administrative need 7 | |
| c. Federal law | MGEL ((AMM) TOA DET I | f. Federal retention instruction | years. |
| Attach copy or excert of | laws or regulations. Explain adm | inistrative need. | <u>04-01-79</u> 03-81-79 |
| HOLD IN CURRENT F | ILES AREA 1 YEAR. THEN | TRANSFER TO STATE RECORDS CEN | TER, HOLD 4 YEARS |
| Approved Disposition Inst | tr <u>uctions are T</u> his agency recomm | nends that the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut off at the end of the file series be cut of the file series because the | nd of each: 10 11 this design |
| M Majalia sha ayyuaas 611a | | | • |
| ☐ Transfer to local holding | es area month(s) ng area; hold year(s) ords Center; hold4year |); then | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. | ng area; holdyear(s) |); then | |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) NOTE: If Feder records must be | ives for permanent retention. | not resolved at the end of 5 | a G |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) NOTE: If Feder records must be | ives for permanent retention. ral audit questions are retained until resolu | not resolved at the end of 5 ution of such questions. The Control of State of Total OF STATE OF STATE OF TOTAL OF STATE | Π Ŷ |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) NOTE: If Feder records must be | ives for permanent retention. ral audit questions are retained until resolu | not resolved at the end of 5 ution of such questions. | Π Ŷ |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) NOTE: If Feder records must be | ives for permanent retention. ral audit questions are retained until resolu | not resolved at the end of 5 ution of such questions. The Control of State of Total OF STATE OF STATE OF TOTAL OF STATE | Π Ŷ |
| □ Transfer to local holding □ Transfer to State Reco □ Destroy. □ Transfer to State Arch □ Other (Specify) NOTE: If Feder records must for the cords of the state of the sta | ives for permanent retention. ral audit questions are peretained until resolutions. | not resolved at the end of 5 ution of such questions. THE RESERVED THE TOA PULL AND A P | Π Ŷ |
| □ Transfer to local holding □ Transfer to State Reco □ Destroy. □ Transfer to State Arch □ Other (Specify) NOTE: If Feder records must for the state of the sta | ives for permanent retention. ral audit questions are retained until resolu | not resolved at the end of 5 ution of such questions. THE RESERVED THE TOA PULL AND A P | Π Ŷ |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) NOTE: If Feder records must be The Cords of State Arch ☐ These instructions apply to | ng area; holdyear(s) irds Center; hold4year ives for permanent retention. ral audit questions are be retained until resolution. The Resolution and future accumulations are retained until resolutions. | not resolved at the end of 5 ution of such questions. THE RESERVED THE TOA PULL AND A P | (I |
| ☐ Transfer to local holding ☐ Transfer to State Reco ☐ Destroy. ☐ Transfer to State Arch ☐ Other (Specify) NOTE: If Feder records must be The Cords of State Arch ☐ These instructions apply to | ng area; holdyear(s) irds Center; hold4year ives for permanent retention. ral audit questions are be retained until resolution. The Resolution and future accumulations are retained until resolutions. | not resolved at the end of 5 ution of such questions. REALTHORITOR DISTANCE. (SS ATTER) REALTHORITOR. | (I |
| Transfer to local holding Transfer to State Reco Destroy Transfer to State Arch Other (Specify) NOTE: If Feder records must be The second of | o all prior and future accumulation. | not resolved at the end of 5 ution of such questions. REALTHORITOR DISTANCE. (SS ATTER) REALTHORITOR. | Date 1/-13-79 |
| Transfer to local holding Transfer to State Reco Destroy. Transfer to State Arch Other (Specify) NOTE: If Feder records must be records must be recorded and the records must be recorded and the recorded and th | o all prior and future accumulation ture) Date 11-13-79 | not resolved at the end of 5 ution of such questions. REALTHAT TOA DELIVER. (ES ALTH) 2 DELIVER. Records Management Officer (Signature). | e) Date 1/-13-79 |
| Transfer to local holding Transfer to State Reco Destroy. Transfer to State Arch Other (Specify) NOTE: If Feder records must be recorded must be recorded from the state of t | o all prior and future accumulation. | not resolved at the end of 5 ution of such questions. REALTHAT TOA DELIVER. (ES ALTH) 2 DELIVER. Records Management Officer (Signature). | e) Date 1/-13-79 |
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STATE OF GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS WARAGEMENT DIVISION

PAGE

| GEORGI. | A KECORUS DISPUSITION STANDARD | RECORDS NABAGEMENT DIVISION |
|--|---|--|
| 1 Application Pate February 3, 1976 2 Agency Application Ro. DL-030 | INSTAUTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Pepartment of Archives and Nietory, Attention Records Management Officer. | Date Received Application No. Date Completes |
| Atlanta, Ceorgia 303 | Adelater to Office Address of Labor ce Division ment Unit-Rm. 367 State Office Bldg. | C. P. Fidge 5. Moraba Title Supervisor 6. Tel. 7- 555-3074 |
| | SPOSITION STANDARD; DISP | POSE OF PRESENT ACCUMULATION; URTHER ACCUMULATION ANTICIPATED. |
| 8.Earliest & Latest Dates of Series 06/05/73 to date | | Employment Training Act (CETA) Experience Paid Check Files |
| taxes on wages of suc | on of the office in which this record a nemployment Insurance Division is to in quires that legal entities employing to h employees; and to subsequently pay to hrough no fault of their own and when | series is created? implement the Georgia Employment workers in Georgia report and pay benefits to such covered workers when they comply with certain requirements. |

The Division administers the payments of allowances and wages as required by the Manpower Programs of the United States Department of Labor.

The Special Programs Payment Unit receives initial enrollment forms and establishes a payment account for each individual enrollee and trainee; receives and processes weekly request for payment of allowances and wages including the payment of Incentive and Training Related Expense

to participants enrolled in the Work Incentive Program. Establish and maintain controls to prevent duplicate and overpayments; periodic review of records to ascertain continued eligibility; maintenance of payment records and general correspondence files.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to disbursing Work. Experience Wage Payments to Enrollees under the Comprehensive Employment Training Act.

Included are: Paid Cancelled Checks for wages or allowances earned through a program initiated by the Comprehensive Employment Training Act.

File is arranged: chronologically by date check is paid; thereunder numerically by check number.

ATTACH SAMPLES OF THE FILE

| 12. ваміняват оссинівы | No. of Dravers | Cu. Pt of Pecards | | lo. of | Dravera | Çu. Fi. o | f Records |
|--------------------------|---|-------------------|------------------------------------|----------------|---------|---------------------|---------------------|
| Letter-else File Brawers | | | AFRUAL RATE OF ACCUMULATION | Trays | - 132 | ? 9 | 0 |
| legal-size File Drawers | | | Figor Space Occupied (Square Feet) | In Off | 100(0) | In Storag | e Ares(s) |
| 4. | | | | 15 | | non | е |
| 3 X 8 Card Trays | 22 | •38 | | This Year's | Year's. | Preceding Year's | All Prior Years' |
| | *************************************** | | AVERAGE DAILY REFERENCES | 1 | 0 | 0 | , 0, |

| PAGE | 2 |
|------|---|

| QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain | YES NO |
|--|-----------|
| 13. Is this the Record Copy of the series? | [X] [] |
| 14. Is there a duplication of this series in another office or agency? | [] [X] |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. | [] [x] |
| 16. Does the series contain classified information requiring security hendling? | [] [x] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] [X] |
| 18. Could the function be performed if the files were lost or destroyed? | [X] [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] [X] |
| 20. Does the record series provide data as input to an EDP file? | [] [x] |
| 21. Does the record series contain documentation produced as EDP printout? | [] [x] |
| sition of these files? Federal Register (Vol. 40, No. 47, Part III), "Guide to | [x] |
| Records Retention Requirements" (January 1, 1975) Part VIII 23. Will there be a need for these records 10, 15 years from now? If yes, what? | [] [x] |
| 24. REQUIREMENTS. The following requires the files to be kept 12 years: | |
| a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e. KKADMINISTRATIVE 'f.[]HISTO | RICAL |
| LAW LIMITATION PERIOD LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement) | |
| Based upon standards of disposition for other departments. See item 22 | |
| 25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at | the end |
| of each -[]CALENDAR YEAR -[]FISCAL YEAR -[*]OTHER ** See below | then: |
| [] Hold in the current files areamonth(s)/year(s): [] Transfer to [] State Records Center [] Local Holding Area; holdyear(s) | s): |
| [] Destroy. [] Transfer to State Archives for permanent retention. | |
| [] Destroy immediately after cut-off. | |
| [x] Other: (Specify) To eliminate necessity for filing equipment and floor space required to hold inactiv | |
| over and above necessary active files that would be referred to frequently until probeen closed out. | ject had |
| ** Cut off file at the end of each month, hold in current files area 1 year or until | |
| or State Audit is completed, whichever is later, then transfer to the State Record hold. 3 years, then destroyale for recommendations above/or write additional remark | - |
| "See above statement" | |
| ecords Management Officer (Signature) Date OTHER REQUIRED SIGNATURES | DATE |
| 6/Recommendations Agency Head/Designee | - · · · · |
| in paragraph 25 [Y Approved [] Disapproved A fainer are: State Auditor/Designee | 7-5-6 |
| STATE RECORDS Secretory of State/Designee | 5-7-76 |
| COMMITTEE [v] Approved [Disapproved Cauall Aug. Attorney General/Designee | 2-19-76 |
| [V] Approved [] Disapproved (Advill Queu | 1-10-76 |

STATE OF

Application for RECORDS DISPOSITION STANDARD

EPARTHEST OF ARCSIVES & BISTORY
RECORDS MARAGEMENT DIVISIOS

| GEORG 1A | RECORDS DI | SPOSITION S | STANDARD | RECORDS NABAGEMENT | MOTETATO | <u> </u> |
|---|---|--|--|---|-------------------------------------|--|
| 1 m.i n n/m/ | | separate instructions | | FOR RECORDS MANAGEME | | Date Completed |
| | | ris form. Sign origin ant of Archives and Hi | | Date Received | Application Bo. | Date Compieted |
| DL-030 | corde Management Offi | icer. | k rj. rj. e 💽 | FEB 1 0 1976 | | |
| 3 Georgia Department of 1 | rapor, | *** | | Person to Contact | | |
| Unemployment Insurance Special Programs Paymor | | K7 State Off | ice Bldc. | C. R. Ridge | | • |
| Atlanta, Georgia 30334 | | 701 D 02 00 OII. | roc brag. | 5. WORKING TITLE Supervisor | 6 | 656-3074 |
| 7.ACTION REQUESTED | | | | | | |
| ESTABLISH DISPO | | | | OSE OF PRESI | | MULATION; ANTICIPATÉD |
| 8.Earliest & Latest 9 Dates of Series 06/06/73 to date | · Exact Serie | | | Employment Tr Experience Pa | | |
| The function of the Uner Security Law which required taxes on wages of such of they are unemployed through The Division administers grams of the United Stat | employees; an ough no fault sthe payment | d to subseque of their own s of allowand | ently pay b n and when | enefits to su they comply w | ch covered ith certai | d workers when in requirements |
| The Special Programs Pay account for each individual payment of allowances are to participants enrolled prevent duplicate and or ity; maintenance of payments. | dual enrolled nd wages incl d in the Work verpayments; | c and trainee luding the pay (Incentive Propertion of the periodic reviews of | ; receives yment of Ir rogram. Es iew of reco | and processes centive and T tablish and ords to ascert | weekly re raining Re maintain | equest for elated Expense controls to |
| 11. This file contains the | | locuments (inc | clude form | numbers and t | itles, if | any, |
| and file arrangement) Documents relating to | 4. * * | Work - Fyner | ionco Wage | Payments to F | nrollecs i | ander the |
| Comprehensive Employment | | | renca mage | | | district offe |
| Included are: Paid Cance by the Comprehensive Em File is arranged: chron | nployment Tra | ining Act. | | | | ing nets of a second se |
| | | • | | | • | |
| | | | | | | * * |
| | ATTA | CH SAMPLES OF | THE FILE | | | , |
| 12. Equipment occupies | No. of Dravers | Cu. Ft. of Records | | | , No. of Drawer | Cu. Pt. of Records |
| Letter-mise File Drawers | | <i>.</i> | AFFORE PATE | OF ACCUMULATION | Trans - | 132 - 90 |

| 12. Equipment occupies | , No. of Dravers | Cu. Ft. of Records | 2 | , No. of | Drawers | Cu. Pt. o | f Records |
|--------------------------|------------------|--------------------|------------------------------------|------------------|----------------|---------------------|-----------|
| Letter-mixe File Drawers | | <i>.</i> | AFFUAL NATE OF ACCUMULATION | Trays - 132 - 90 | | 132 - 90 | |
| toral attacks because | | | Figor Space Occupied (Square Feet) | In Off | ice(a) | In Store | e Area(a) |
| Legal-size File Drawers | | | vios: space occupion (square reet) | 15 | | non | 9 |
| 3 X 8 Card Trays | 22 | •38 | | This Year's | Last Year's | Preceding Year's | |
| | 4. | , <u>4</u> | AVERAGE DAILY REFERENCES | 1 | 0 4 | 0 | 0 |

Porm AR-50-71

| QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain | YES NO |
|--|----------------------|
| 13. Is this the Record Copy of the series? | γ [X] · [] |
| 14. Is there a duplication of this series in another office or agency? | [] [X] |
| 15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. 16. Does the series contain classified information requiring security handling? | [] [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | [] [X] |
| 18. Could the function be performed if the files were lost or destroyed? | [X] [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | [] [X] |
| 20. Does the record series provide data as input to an EDP file? | [X] [X] |
| 21. Does the record series contain documentation produced as EDP printout? | [] [x] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? Federal Register (Vol.40, No.47, Part III), "Guide to Records Retention Requirements" (January 1, 1975) Part VIII 23. Will there be a need for these records 10, 15 years from now? If yes, what? | |
| 24. REQUIREMENTS. The following requires the files to be kept 4 years: | |
| a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[]FEDERAL e. KADMINISTRATIVE f.[]HIST LAW LIMITATION PERIOD LAW DECISION VALU (Cite Law, Statute, or other reason for the retention requirement) Based upon standards of disposition for other departments. See item 22 | |
| 25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at of each -[]CALENDAR YEAR -[]FISCAL YEAR -[*]OTHER ** See below | the end,then: |
| [] Hold in the current files areamonth(s)/year(s): [] Transfer to [] State Records Center [] Local Holding Area; holdyear(s) | ve r ecords |
| ** Cut off file at the end of each month, hold in current files area 1 year or until or State Audit is completed, whichever is later, then transfer to the State Reconnections above/or write additional remarkable for recommendations above/or write additional remarkable. | ords Center, |
| "See above statement" | |
| Records Management Officer (Signature) Date OTHER REQUIRED SIGNATURES | DATE |
| 26/Recommendations Agency Head/Designee | 25-6 |
| in paragraph 25 [Approved [] Disapproved Annie Auditor/Designee Doc Approved [] Disapproved Approved [] Disapproved | 544-76 |
| STATE RECORDS Secretary of State/Designee | |
| COMMITTEE [] Approved [] Disapproved Cauall Har | 2-19-76 |